



**ARKANSAS STATE BOARD OF LICENSURE FOR PROFESSIONAL  
ENGINEERS & PROFESSIONAL SURVEYORS**

P.O. Box 3750 Little Rock, AR 72203

623 Woodlane Dr. Little Rock, AR 72201

[www.arkansas.gov/pels](http://www.arkansas.gov/pels)

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Phone (501) 682-2824

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**ONLINE APPLICATION INSTRUCTIONS – FOR PROFESSIONAL ENGINEER OR  
PROFESSIONAL SURVEYOR LICENSE BY COMITY OR ORIGINAL**

- These instructions are to be used by those seeking a Professional Engineer OR Professional Surveyor License by exam or Comity (with or without an NCEES Council Record hereafter called "Council Record"). The Board Laws and Rules are on this page of our website <http://www.pels.arkansas.gov/rulesRegsStandards/Pages/default.aspx> and licensure requirements are in Article 8.
- Application status may be viewed online by logging in and reviewing the application status page. Please call the Board office only if you cannot obtain the appropriate information from the website. Completed forms may be emailed to [pelsboard@arkansas.gov](mailto:pelsboard@arkansas.gov)
- Your application will be considered only if these instructions are followed and after all documents are received and verified by Board staff. Applications needing Board action may take a couple of months before they are acted upon as they will be placed on the agenda of the next Board meeting. Meetings are typically held in January, March, May, July, September, and November.
- At the discretion of the Board, an applicant may be asked to attend an interview for the purpose of further determining the applicant's qualifications. Visit our homepage at [www.arkansas.gov/pels](http://www.arkansas.gov/pels) or call our office if you have further questions.

**It is your responsibility to complete the following and forward all forms to the appropriate parties:**

1. **General Information** – Provide one electronic/e-mail and one mailing address for all correspondence. If you move, make sure you login and change your contact information. Maintenance of contact information is the applicant/licensees responsibility. (If applicable, enter your Council Record number). Click Next.
2. **Education Verification** (College) – Enter each degree to be considered as part of your qualifications. Multiple degrees require multiple entries and a transcript is required for non-engineering/surveying related degrees or additional courses you wish to be considered. (**COMITY** SEE \*\*\*). Click Next
3. **Exams Verification** – Add all Exam(s) you've taken. Exams must be verified by the Board where the exam was passed. (**COMITY** SEE \*\*\*). Click Next
4. **References** – Provide five (5); three (3) of which must be currently licensed Professional Engineers or Professional Surveyors who are familiar with your work (not relatives or members of this Board). (**COMITY** SEE \*\*\*). Click Next
5. **Work Experience** – \*\*\* The Board Members are not familiar with your work and can only judge and evaluate your qualifications based upon the information you provide. Following the 5 steps on the screen, enter the information. Click Next
6. **Character Issues** – Answer ALL questions. ~ **COMITY** see "NOTICE". Click Next
7. **Checkout** – Fees will be displayed according to the type of application. If you're applying for an Original (by exam) License, it's \$75. If you're applying based upon licensure in another jurisdiction (Comity) it's \$200. Choose "Pay Electronically" (Credit Card or e-check) or "Pay by Mail" (cashiers/personal/company check or Money Order). All fees are Non-Refundable, unless waived by Board action. Choose your method of payment and follow the instructions. Pay by Mail payments should be to PELS Fund and sent to the address at the top of this page.

**Comity (based upon another State's license)**

- **Notice** – On Character Issues screen, download the "Notice to all Applicants for AR license Reinstatement or Comity License", answer the 4 questions, sign and email the completed form to our office.
- **Fee(s)** – application \$200.00
  - **PS applicants**, if approved, you'll receive instructions on payment of the \$100.00 for the AR State Specific Exam.
- **\*\*\*Council Record holders** – Contact NCEES (800-250-3196) and request a transmittal of your record to Arkansas, you may then disregard Items 2, 3, 5. References (item 4.) AR requires five (5) that are less than one (1) year old so only those in your Council that meet this criteria will be accepted.

**Original (by exam)**

- **Fee(s)** – application \$75.00.
  - Exam, if approved, you'll receive instructions on registering for the PE or PS exam and payment of the exam fee.
  - PS applicants will also receive instructions on payment of the \$100.00 for the AR State Specific Exam.
- **Examinations** – Applications not complete by the following deadlines will be retained until the next exam cycle:
  - January 1 – In order to be considered for exams in April
  - July 1 – In order to be considered for exams in October